



## **EDUCATION USA COORDINATOR**

An opportunity is available to work as an Education USA Coordinator within the Public Affairs Section at the U.S. Consulate General Melbourne.

Salary: A\$71,819 p.a. + superannuation benefits

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

**Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.**

1. Completion of a university degree in liberal arts or a social science field from a university accredited in the United States is required.
2. Five years of professional experience in the fields of higher education, international exchanges, student advising, teaching or program management, professional experience in public speaking and customer service is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. A thorough knowledge of U.S. and Australian secondary, undergraduate, and graduate school admissions processes and requirements, including financial aid resources, testing requirements, and U.S. laws and regulations governing international students is required.
5. Knowledge of political, economic, and social trends in both Australia and the United States; knowledge of U.S. education, culture, society and values obtained by living, working, or studying in the United States is required

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Management Section/HR, U.S. Consulate General Melbourne, Level 6/553 St. Kilda Rd., Melbourne Victoria 3004 or via email to: MELBHR@state.gov by **July 8, 2015**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted.*

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| <b>POSITION TITLE: EDUCATION USA COORDINATOR</b> | <b>POSITION GRADE LE- 8<br/>(STARTING SALARY A\$71,819)</b> |
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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

The EducationUSA Coordinator based in Melbourne is responsible for three core areas related to promoting study in the United States: providing U.S. higher education advisory services to the Australian public; strengthening and expanding the network of EducationUSA advising centers throughout Australia, and; serving as a U.S. Mission subject-matter expert on the Australian education system for U.S. educators, U.S. government agencies and others. The incumbent designs short and long-term strategies and annual work goals to implement these objectives. The geographic area of responsibility for this position encompasses Victoria, South Australia, the Northern Territory, and Tasmania.

### **Major Duties and Responsibilities**

**A)** The Coordinator works closely with EducationUSA Advising Centers throughout his/her area of responsibility to develop and implement audience-specific outreach programs at schools and other locations to ensure students and parents have access to the full range of information on U.S. educational opportunities, including topics such as navigating U.S. school choice, admissions, essay writing, standardized testing, financial aid, visa application processes, and pre-departure orientations. The incumbent draws on first-hand familiarity with U.S. higher education policies and practices and independently works to maintain an up-to-date knowledge inventory. The incumbent promotes U.S. student mobility to Australia by fielding inquiries from U.S. institutions about the Australian educational system, hosting visiting U.S. admissions officials, and facilitating U.S. higher education fairs.

**B)** The Coordinator identifies professional needs and organizes, in coordination with the REAC, training and development opportunities for EducationUSA advisors. S/he facilitates communication between Advising Centers to promote information sharing and collaborative programming. The incumbent also strengthens and expands the EducationUSA Advising Center network in his/her area of responsibility to include high schools, universities, and other educational institutions and organizations interested in internationalizing their programs. S/he cultivates relationships with a variety of institutions to recruit future Advising Center hosts, trains and supervises interns or other volunteers interested in supporting EducationUSA activities, and maintains ties with Australian students in the United States as well as alumni associations of U.S. universities in Australia, actively seeking their involvement in EducationUSA programming. The incumbent also participates in the regional network of advising centers through the Adviser listserv and in professional development programs, regional conferences, and other workshops.

**C)** The Coordinator is responsible for outreach and marketing on study in the United States and related topics throughout his/her area of responsibility under the

EducationUSA brand. In close consultation with appropriate U.S. Mission personnel, the incumbent develops and disseminates both print and electronic materials on both the U.S. and the Australian educational systems for use by U.S. Mission staff and EducationUSA advisors. The Country Coordinator also helps to maintain Australia's EducationUSA website and contributes to the generation and curation of all education-related material on U.S. Mission websites and online platforms.

**D)** To promote study opportunities at U.S. higher education institutions, the Coordinator maintains professional contact with Australian education officials, university officials and study abroad office administrators, high school principals, guidance counselors, financial aid providers; and international education organizations throughout his/her area of responsibility. S/he provides accurate and current information on Australian education and credentials to U.S. admissions officers and administrators and other members of the international education community; arranges presentations to groups of U.S. college and university staff participating in local educational fairs, and may represent the U.S. Mission at national and international educational conferences. The incumbent analyzes, advises, and reports on changes and trends in the education systems of Australia and the United States and incorporates findings into briefing materials for both internal and public use.

### **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of a university degree in liberal arts or a social science field from a university accredited in the United States is required.
2. Five years of professional experience in the fields of higher education, international exchanges, student advising, teaching or program management, professional experience in public speaking and customer service is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. A thorough knowledge of U.S. and Australian secondary, undergraduate, and graduate school admissions processes and requirements, including financial aid resources, testing requirements, and U.S. laws and regulations governing international students is required.
5. Knowledge of political, economic, and social trends in both Australia and the United States; knowledge of U.S. education, culture, society and values obtained by living, working, or studying in the United States is required

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

## SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## ELIGIBILITY REQUIREMENTS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;

- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

### **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

### **SUBMIT APPLICATION TO**

Management Section/HR  
U.S. Consulate General  
Level 6/553 St. Kilda Rd.  
Melbourne Victoria 3004

or via email to: MELBHR@state.gov

### **THE DEADLINE FOR APPLICATIONS IS JULY 8, 2015.**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

## **APPENDIX B**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References